



DEVELOPMENT PLAN APPLICATION

(Amended 12-12-19)

Docket #: _____

PROJECT INFORMATION			
PROJECT NAME			
PROJECT LOCATION/ADDRESS			
PVA PARCEL IDENTIFICATION NUMBER		PROPERTY ZONING	
PROPERTY SIZE (ACRES/SQUARE FOOTAGE)			
OWNER INFORMATION			
NAME OF PROPERTY OWNER(S)			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE ()	FAX NUMBER ()	E-MAIL	
APPLICANT INFORMATION			
NAME OF APPLICANT			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE ()	FAX NUMBER ()	E-MAIL	
DESIGNATED CONTACT PERSON		DAYTIME TELEPHONE ()	
CERTIFICATION & SIGNATURE			
<p>I (We) affirm that the submitted Development Plan was prepared at my (our) direction, and I (we) hereby consent to the proposed layout and all proposed improvements. I (We) hereby agree to comply with all applicable Zoning and Subdivision Regulations, pay all applicable fees, and provide any and all requested information and copies. I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.</p>			
Signature of Applicant _____		Date _____	
Signature of Owner _____		Date _____	
FOR OFFICE USE ONLY			
DATE RECEIVED	FEE AMOUNT	RECEIVED BY	CHECK #
PC MEETING DATE		PC ACTION APPROVED/DISAPPROVED	

DEVELOPMENT PLAN
APPLICATION CHECKLIST

A. Completed and signed application.

B. Applicable review fees.

C. Two (2) copies of the development plan or amended development plan on a scaled drawing no larger than 24"x36" and shall include, at a minimum, the following information:

1. A title block in the lower right hand corner containing:
 - "Development Plan" or "Amended Development Plan"
 - Project Name
 - Address of property and Property Evaluation Parcel Number
 - Name and Address of Owner
 - Name and Address of Developer
 - Date prepared
 - Written Scale
2. Name and address of Surveyor including Stamp
3. Name and address of Engineer including Stamp
4. Date subject property was subdivided into present configuration with subdivision name, lot number and recording information.
5. Vicinity Map.
6. North Arrow and Graphic Scale (not smaller than 1"=100').
7. Width and location of adjoining street right-of-way.
8. Lengths and bearings of property lines, including identification of monuments.
9. Area of subject property (square feet and acres).
10. A description of the ownership of adjacent properties (name and address) including Property Valuation Parcel Number.
11. Zoning of the subject property and adjacent properties.
12. Easement lines located on or adjacent to the subject property which are proposed to be continued, created, enlarged, relocated or abandoned.
13. Location of existing and proposed water (including fire hydrants), sanitary sewer, and storm drainage lines, indicating approximate pipe sizes. Indication should also be given regarding the provision for electric, telephone and natural gas service.
14. Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint), total floor area of each structure, height of each structure, and proposed use of each structure.
15. Distance between buildings (on site only).
16. Number of dwelling units in existing and proposed structure(s) including number of bedrooms, if applicable.
17. Setback lines shown per the appropriate zoning district.
18. Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of building(s).
19. Floor Area Ratio (FAR).
20. Number of off-street parking spaces (including required handicapped spaces) and loading/unloading spaces with calculations performed using the parking requirements contained in the Zoning Regulations, Article X and the size and distribution of proposed and existing parking spaces and drive lanes.
21. Buffer and landscape strips.
22. Existing topography and delineation of proposed topographical changes shown by contour with intervals not to exceed five (5) feet.
23. Floodplain boundaries and disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).

24. Location of pertinent natural features, if applicable.
25. Location of existing private cemetery's, if applicable. If applicable add the following note:
Cemetery Note: KRS 381.697(2) "Private owners may no desecrate." Common law provides access to direct descendants.
26. Dimension and spacing of driveway entrances per the Zoning Regulations, Article VIII, Section 820.
27. Curbs, existing and proposed.
28. Sidewalks, existing and proposed.
29. Proposed location of signage.
30. Location and design of Cluster Box Units (CBU's) for United States Postal Service delivery.
31. Acceleration/Deceleration lanes (if required).
32. Certification Blocks signed and dated at time of submitting application (Certification blocks can be found in the Subdivision Regulations, Article 9):
 - Certificate of Drainage Approval for City of Shelbyville (9.504), if applicable
 - Certificate of Drainage Approval for Shelby County (9.504.1), if applicable
 - Certificate of Drainage Construction (9.505)
 - Certificate of State Roadway Entrance(s) (9.507)
 - Certificate of Early Warning System (9.508), if applicable
 - Certificate for U.S. Postal Service Mail Delivery Service (9.509), if applicable
 - Certificate of Fire Protection (9.600)
 - Certificate of Approval (9.601)
 - Certificate of Drainage Design Approval (9.602) including Engineer's Stamp
 - Certificate of Ownership (9.603)
 - Certificate of Roadway Entrance(s) Approval (9.604)
 - Certificate of Light, Noise, and Odor (9.605)
 - Certificate of Hydraulic Study Analysis (9.606).

D. One (1) copy of the Civil Design Plans (Construction Plans) signed and stamped on a scaled drawing no larger than 24"x36" stapled together and shall include, at a minimum, the following information:

1. Cover Sheet
2. Existing Conditions Survey
3. Demolition Plan (if applicable)
4. Site Layout Plan
5. Grading and Drainage Plan
6. Erosion Control Plan
7. Utility Plan
8. Landscape and Buffer Plan (including certifications signed)
9. Lighting Plan including cut sheets of lighting fixtures
10. Detail Sheet(s).

E. One (1) copy of the Hydraulic Study Analysis.

F. Traffic Impact Study (if applicable).

G. Bond, Cash or Performance (if applicable).

H. Copy of Deed to verify disclosure of ownership interest obtained from the Shelby County Clerk's office at 501 Washington Street, Shelbyville, KY 40065.

I. Adjoining Property Owners List, including names and mailing address for all adjoining property owners within, contiguous to, and directly across the street, obtained from the Shelby County Property Valuation Administrator (PVA) office at 501 Washington Street, Shelbyville, KY 40065.